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8 October 1953

MEMORANDUM FOR: [REDACTED]

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SUBJECT : Report of Message Center Operations,  
1 - 30 September 1953

1. Cables Processed

(a) Tab A provides statistical data regarding cables processed during the month of September 1953. Approximately 200 fewer messages were handled.

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(c) We have established with the Security Office a standard of clearances for Cable Secretariat employment. These include: Full Agency clearance and polygraph, Crypto clearance,

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Security Information }

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Top Secret clearance, and designations as Top Secret Control Officer, Assistant or Alternate as required. The Security Office has advised us that all of our people have been polygraphed and it is my intention to have this safeguard repeated for all personnel at intervals of every two years. At the same time that we applied for these designations, we established an Area Control Desk for the Cable Secretariat with the CIA Top Secret Control Officer (OCD) which now permits us to handle Top Secret material in complete conformity with Agency Regulations. Our past and present handling of Top Secret CIA cables has been tailored to fit our unique needs for a rapid but secure handling. We are drafting a detailed procedure on this which will soon be submitted to the Security Office and the Top Secret Control Office of OCD for approval and publication as a pertinent paragraph in the Agency Regulations. The regulation covers TOP SECRET documents as a broad category and might be interpreted to apply literally to Top Secret cables once we have placed them in the hands of customers. Our paper will seek to legalize our practice of dispensing with the use of signed Routing and Record Sheets and OCD number series control during the processing stages in the Message Center.

(c) Pressure of other business has delayed the preparation of the brief biographic sketches; however, I shall endeavor to complete these as rapidly as possible for attachment to future reports.

### 3. General

(a) The paper proposing a firm T/O is in the final stage and will be sent to you separately when completed.

(b) The definition of the mission of the Cable Secretary, the wording of which you verbally approved earlier in the month has been sent forward for publication.

(c) We have seen proofs from the manufacturer of our new ditto master in its final form, and have been reassured that delivery will be made by 15 October. It is planned to place the improved master in the hands of all Agency units as soon as received and it is believed it will virtually eliminate the need for returning cables to customers for retyping.


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(d) A physical security inspection of the Cable Secretariat and Message Center was made by the Security Division of the Office of Communications and the findings were considered to be generally good. Several recommendations made by them support our request to General Service Office for soundproofing and internal partitions. Tab F is a summary of our needs in this respect.

(e) I began drafting the Cable Regulation to reflect suggestions of informal coordinators on 22 September. I should be able to complete this paper by the middle of October and will forward it to  for formal Agency coordination and publication.

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#### 4. Cable Secretariat Files on DCI Cables



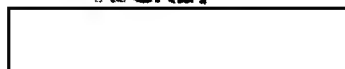
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The Cable Secretary can furnish the requesting office (DCI, D/DCI and DD/P only) with one copy of a back cable as follows:

(a) If the cable has been furnished to DCI, D/DCI and DD/P previously and we have our copy on file, we will forward on a loan basis the work file copy which includes a brief and true identities.

(b) If the cable is less than six months old and has not previously been furnished to DCI, D/DCI and DD/P, we will run a copy from the master and forward it with true identities but no brief.

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(c) If the cable is more than six months old and we do not have a copy in our DCI file, we will get the cable from Archives, have a copy reproduced and will forward the reproduction with true identities but no brief.



Deputy Cable Secretary

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Attachments as mentioned in Para 1 and 3

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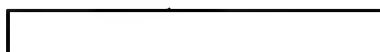


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Percentile statistics separating traffic, on an Agency-wide basis, into the three categories of Operational, Administrative and Intelligence for the month of September 1953:

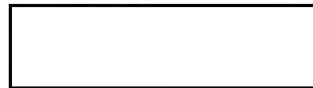
	INCOMING	OUT GOING
Operational	72.8	69.9
Administrative	21.6	23.3
Intelligence	5.6	6.8

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Percentile statistics separating traffic, on a Divisional basis, into the three categories of Operational, Administrative and Intelligence for the month of September 1953:

	EE	FE	NE	SE	WE	WH	SR
Outgoing Operational	26.7	28.5	12.1	9.3	15.6	4.9	2.9
Outgoing Administrative	20.1	42.5	12.4	7.2	9.6	6.6	1.6
Outgoing Intelligence	17.9	34.1	24.9	9.2	10.7	2.8	.4
Incoming Operational	30.8	32.2	9.5	8.2	14.2	3.9	1.2
Incoming Administrative	27.6	40.9	10.8	5.3	8.2	6.5	.7
Incoming Intelligence	10.8	55.3	15.1	7.3	9.1	2.4	-----

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30 September 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Dissemination of Intelligence Information

REFERENCE: DCI memo, dtd 7 July '53, same subject,  
(ER-4-3090)

1. Referenced memorandum stated in part "In order to assist the Cable Secretary in performing the screening function and to assure that the requirements of DD/I are being met, the DD/I will require a senior member of his office who has limited official contacts outside of CIA and who is acceptable to the DD/P to spot check on one day of each month all incoming cables received by the Cable Secretariat during the day, but which are not selected for distribution to DD/I". The memorandum further provides that the DD/I representative will not be permitted to see certain sensitive cables, and that those sensitive cables will be screened by EA/DCI.

2. Early in the week of 21 September, [ ] advised the Deputy Cable Secretary that [ ] of OCI would conduct this spot check for DD/I. [ ] contacted [ ] and arranged for the spot check to be conducted on 24 September of incoming cables received on 23 September. At the same time, the Deputy Cable Secretary informed COP of the identity of the DD/I representative.

3. On the morning of 24 September, the Deputy Cable Secretary screened the incoming traffic for the preceeding day and separated it into two groups, one group for screening by [ ] the other group for screening by [ ]. Since [ ] had already reviewed all traffic distributed to DCI on 23 September, that traffic was eliminated from the screening. Of the 247 incoming cables remaining, the Deputy Cable Secretary selected 65 for screening by [ ]. [ ] screened the remaining 182

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and found only one cable of possible DD/I interest which had not been distributed to or not placed in SUSPENSE for DD/I. That cable was considered by this office to be of counter-espionage interest only and consequently was not considered to be of DD/I interest. Steps have been taken to assure that future cables on the same subject are placed in SUSPENSE for DD/I.

/s/

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Deputy Cable Secretary

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